

# PART Bylaws 2020

## 1. Name and Purpose

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Purdue Aerial Robotics Team (PART) exists as a Student Branch Chapter under the Purdue IEEE Student Branch. In the spirit of the purpose of the organization, the mission of IEEE PART is to advance the field of engineering in the Unmanned Aerial Vehicle (UAV) industry by holding events to inform members of applications of drone technology and by providing experience and exposure to technology used in both engineering and the industry. All PART members are required to follow the rules established in these bylaws in addition to the Constitution of IEEE.

## 2. Membership

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The members of PART are those from the Purdue IEEE Student Branch who voluntarily associate themselves with this committee. Active members will be those considered to attend at least three events specific to PART each academic term in addition to prompt payment of all local IEEE dues and other requirements for good standing in Purdue IEEE Student Branch. The undergraduate and graduate student members that are active members of PART are entitled to the full rights and voting privileges of members. Membership in PART at the international level is separate from local membership and alone is not sufficient to be considered active in the local chapter.

The Chapter Faculty Advisor will be a member of PART that is part of the faculty of Purdue University active in both IEEE and PART in particular. The leadership of PART has the right to extend honorary membership to any person. The Chapter Faculty Advisor and all honorary members lack the ability to vote.

## 3. Leadership

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The PART leadership shall consist of the following voting individuals:

- PART Chair
- PART Vice Chair
- PART Correspondence Liaison
- PART Industrial Liaison
- Approved subcommittee directors (e.g., project leadership)

The PART Chair alone will exercise the ability to vote within the Executive Committee of Purdue IEEE Student Branch. The PART Correspondence Liaison and Industrial Liaison shall be

the *ex officio* Learning Committee representative and Industrial Relations Committee representative Committee representative respectively to the Cornerstones committees of Purdue IEEE Student Branch on behalf of PART members.

The PART Chair will preside over all meetings of PART and transact all business necessary to address the administrative needs of the society chapter. He or she shall be the point of contact with IEEE PART, as well as Purdue IEEE regarding operations within the society chapter. He or she shall strive to meet the needs of other PART members and has the ability to delegate tasks as necessary to achieve the purposes of the society chapter.

The PART Vice Chair serves as the junior executive leader of PART and shall set forth a technical direction for the academic year, oversee the success of any technical projects, and otherwise assist the PART Chair with his or her duties. The PART Chair is responsible for informing the society of student branch activities.

The PART Correspondence Liaison shall ensure that events are planned for successful outcomes, be responsible for all email correspondence (sending and responding to emails), maintain the mailing list, maintain the Slack channels, and reserve rooms for meetings and events. The PART Secretary shall be the point of contact between the society chapter and the faculty at Purdue University, and will be tasked with meeting with faculty members for planning, marketing, and executing social activities that provide exposure for members in the specialized fields of biological or biomedical engineering. The PART Secretary will also serve as the PART representative to the IEEE Learning Cornerstones Committee.

The PART Industrial Liaison shall be an industrial point of contact for the society chapter and will work with companies, faculty, and campus entities to acquire funding for events and hold seminars of interest to PART members. The PART Industrial Liaison will also serve as the PART representative to the IEEE Industrial Relations Cornerstones Committee.

#### **4. Procedure for Decisions**

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The ideas and opinions of the collective members of PART should guide all decisions within the committee. As the leader who balances the needs of the members, the PART Chair shall have the authority to make decisions on behalf of the entire society chapter. However, any other leader in PART may call for a vote among the leadership on the issue in question. A simple majority of PART leaders voting in the manner decided by the PART Chair will determine what the decision

shall be if it differs from the original decision from the PART Chair. There is no minimum on leaders present for a quorum. Proxy voting is disallowed.

The PART Chair shall have the power to decide access to committee resources in a manner consistent with these bylaws. Workspace granted specifically to PART by faculty or staff shall be in the stewardship of the PART Chair and Chapter Faculty Advisor. The PART Chair will have full control over the budgeting of all expenses and approval of all purchases, while the PART Vice Chair has provisional control over the approval of all purchases. These two privileges may be extended to others by order of the PART Chair. The PART Chair and Vice-Chair will create the PART budget for the fiscal year by the first day of the academic year such that it can be delivered to the IEEE Treasurer within the span of one week in accordance with the first week of the academic year in accordance with Article X, Section 4 of the Constitution of IEEE. The IEEE Treasurer will only reimburse purchases made with approval from Purdue IEEE PART.

## **5. Elections to and Departures from Leadership**

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The PART Chair and PART Vice Chair shall be elected among the voting PART members. The PART Secretary, PART Student Liaison, PART Industrial Liaison, and PART Faculty Liaison shall be appointed by the newly elected PART Chair and PART Vice Chair. Should the PART Chair and Vice-Chair disagree on any of the appointed positions, the previous year's Chair and Vice-Chair shall advise and give input. The PART Chair and other elected leaders should enroll as members of IEEE and Purdue Aerial Robotics Team additionally for the duration of service. Elections should occur at least once per academic year at least one day prior to the elections of the Purdue IEEE Student Branch. The term of office is coincident to the start of the term of office of the Purdue IEEE Student Branch elected officers.

The PART Chair shall decide a teller for the elections. The teller shall have the authority over vote counting and the ability to decide which votes on a ballot are valid. The specifics of nominations, voting process, and tie breaking shall be given in the Constitution of IEEE.

A leader of PART may resign their role at any time. Two-thirds of active PART members may sign a petition requesting the initiation of the recall process for any specific leader. Active members will be those considered to attend at least three events specific to PART each academic term in addition to prompt payment of all local IEEE dues and other requirements for good standing in Purdue IEEE Student Branch. The recall is successful when a simple majority of the PART leaders vote in favor of recalling the leader. Vacancies in office shall be handled in the manner described below.

The PART leadership shall normally be elected by the method outlined in the Constitution of IEEE. The PART Chair and PART Vice Chair positions should be occupied at all times by different elected individuals. In the event of a vacancy of the PART Vice Chair prior to elections, the PART Chair shall choose a successor who holds the office until an election may be held. In the event of a vacancy of the PART Chair prior to elections, the PART Vice Chair shall immediately assume the role of PART Chair and plan for a speedy election of the leadership within 30 days. Should both the PART Chair and PART Vice Chair simultaneously be unoccupied, then the Purdue IEEE Vice President shall work with the remaining leadership to elect those roles to ensure the livelihood of the committee. Extended vacancies of the PART Secretary, PART Student Liaison, PART Industrial Liaison, and PART Faculty Liaison are allowed, provided that the remaining leadership performs the duties of those positions.

## **6. Amendments to Bylaws**

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Any amendments to these bylaws shall be proposed by the PART Chair. The bylaws shall pass with a two-thirds vote of the leadership. Passed bylaws shall take effect when recognized by the Executive Committee of Purdue IEEE Student Branch as described in the Constitution of IEEE.

## **7. Society Dues**

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Purdue IEEE PART chooses to forego dues specific to this local society chapter beyond those required by the student branch as a whole. A reversal of this position requires an amendment to these bylaws.

## **8. Subcommittees**

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The PART Chair has the right to form subcommittees under a named director in PART to accomplish mutually agreed upon goals. The continued existence of the subcommittee and the position of the director are at the discretion of the PART Chair. All operations of the subcommittee are under the purview of the PART Chair and PART Vice Chair. A majority vote of the existing PART leadership is needed to add any subcommittee director to PART leadership.

PART will ensure that enough representatives are sent to the Cornerstones committees at the PART Chair's discretion. The PART Chair will be responsible for selecting the appropriate number of representatives by the first day of the next academic year. Should a representative decide to step down or be unable to have physical presence during an academic term, it is the PART Chair's responsibility to find and select another.

